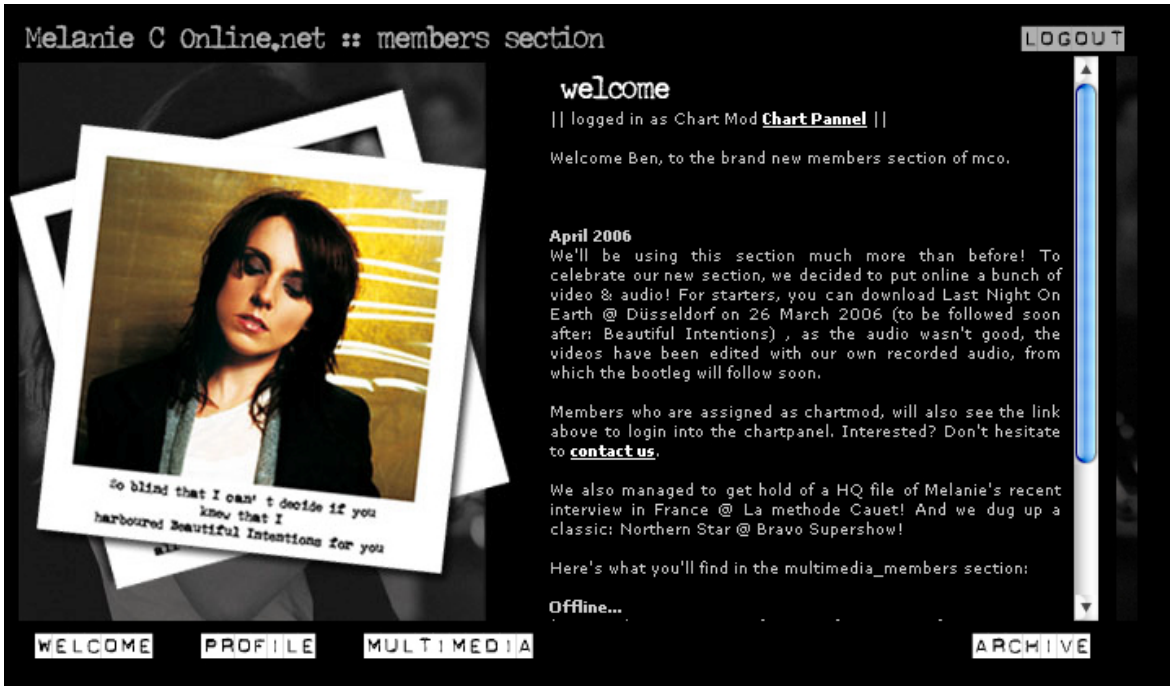
INTRO

Thanks for downloading this user manual. This document was created to give chart mods & possible future chart mods an insight of how the chart administration in mco works.

This manual will go over the extra features (& how to use them) that you will get when you become a chart mod.

When you first log in, into the members section, you'll see that you belong to a different usergroup: " || logged in as Chart Mod **Chart Pannel** ||. Click on **Chart Pannel** to open up the chart moderator section.


Melanie C Online.net :: members section
LOGOUT
welcome
|| logged in as Chart Mod Chart Pannel ||
Welcome Ben, to the brand new members section of mco.
April 2006
We'll be using this section much more than before! To celebrate our new section, we decided to put online a bunch of video & audio! For starters, you can download Last Night On Earth @ Düsseldorf on 26 March 2006 (to be followed soon after: Beautiful Intentions) , as the audio wasn't good, the videos have been edited with our own recorded audio, from which the bootleg will follow soon.
Members who are assigned as chartmod, will also see the link above to login into the chartpanel. Interested? Don't hesitate to contact us.
We also managed to get hold of a HQ file of Melanie's recent interview in France @ La methode Cauet! And we dug up a classic: Northern Star @ Bravo Supershow!
Here's what you'll find in the multimedia_members section:
Offline...
so blind that I can't decide if you
know that I
harboured Beautiful Intentions for you
WELCOME
PROFILE
MULTIMEDIA
ARCHIVE

If everything goes well, you should enter the main moderator administration panel below:

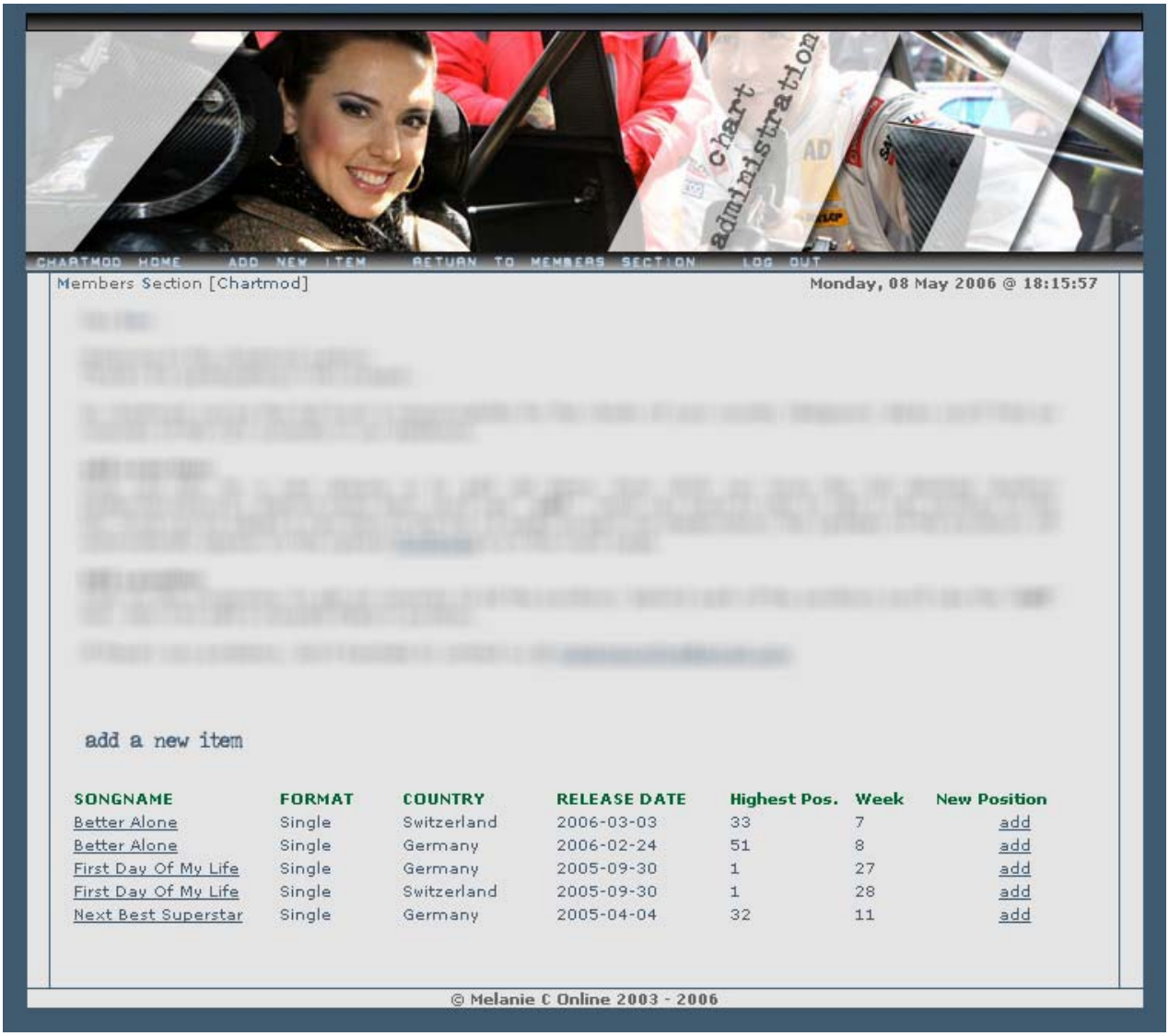


chart administration
CHARTMOD HOME ADD NEW ITEM RETURN TO MEMBERS SECTION LOG OUT
Members Section [Chartmod]
Monday, 08 May 2006 @ 18:15:57
add a new item
SONGNAME FORMAT COUNTRY RELEASE DATE Highest Pos. Week New Position
Better Alone Single Switzerland 2006-03-03 33 7 add
Better Alone Single Germany 2006-02-24 51 8 add
First Day Of My Life Single Germany 2005-09-30 1 27 add
First Day Of My Life Single Switzerland 2005-09-30 1 28 add
Next Best Superstar Single Germany 2005-04-04 32 11 add
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Here you see a listing of the positions entered in the database so far, together with the highest position, amount of weeks in the charts.

As chart mod you can basically do 2 things:

- Add a new item (CD/DVD/ALBUM)
- Add a new chart position of that item

The menu is the same for each panel-page:

- Chart mod Home (brings you to the page above)
- Add a new item
- Return To Members section (will close the current page)
- Log Out (will log you out, you'll be brought to the main site)

ADDING A NEW ITEM

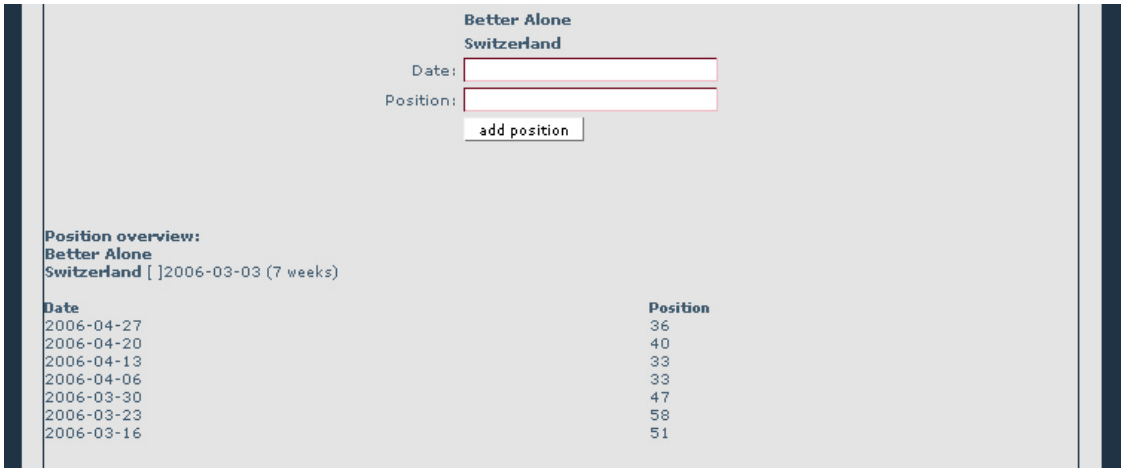
Click the button “add a new item”. You’ll see the following screen:

It’s all pretty clear here. Simply fill in the song name, choose the correct format from the dropdown list & enter the country correctly (soon this field will also be replaced by a dropdown box). And of course, enter the release date in the right format, year – month – day .

To submit the item, click **Insert New Item**. You’ll then be brought back to the main chart mod panel (see: above).

ADDING A NEW CHART ENTRY

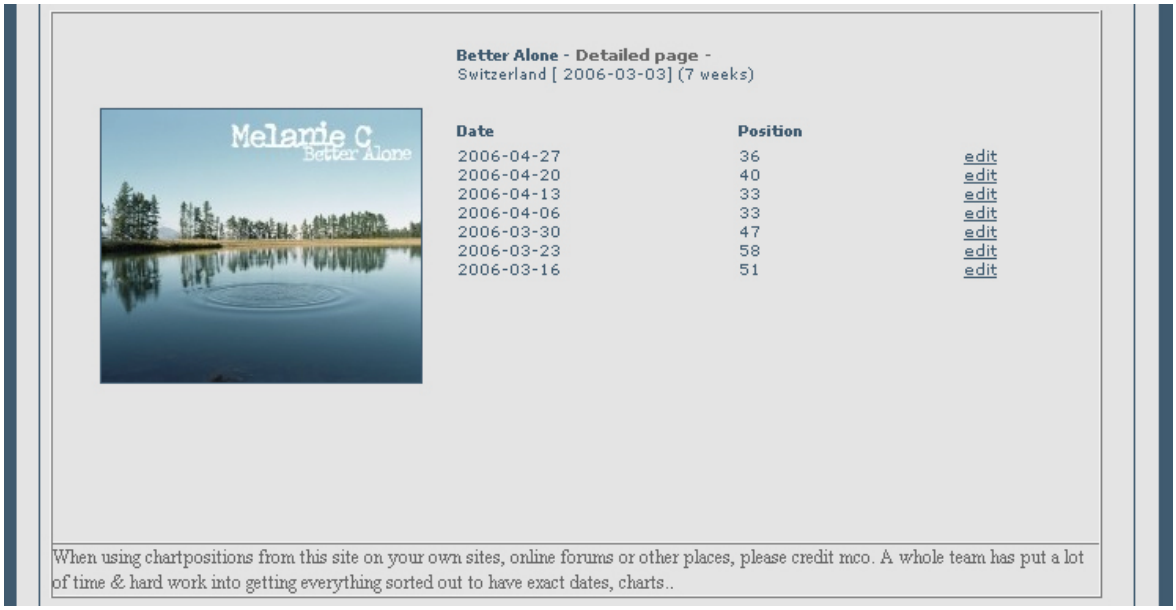
In the item listing, you’ll see the option “**add**” in the last column. Click the link behind the right item & you’ll get the following page:



Again, it's quite obvious here. Enter the date, in the right format! & the position, click **add position** and you'll end up on the main chart admin panel again. To make it easier which date to add, you can see a listing further down the page. Please take in account, you have to enter the date from your country, on which the position is revealed to the public. So every position's date should have exactly a week in between.

EDITING A CHART ENTRY

Entered a wrong position or date in? Don't worry! You can correct your mistake. Here's how; from the chart panel page, click the item name from the listing, you'll be brought to this page:


Better Alone - Detailed page -
Switzerland [2006-03-03] (7 weeks)
Melanie C
Better Alone
Date
Position
2006-04-27 36 edit
2006-04-20 40 edit
2006-04-13 33 edit
2006-04-06 33 edit
2006-03-30 47 edit
2006-03-23 58 edit
2006-03-16 51 edit
When using chartpositions from this site on your own sites, online forums or other places, please credit mco. A whole team has put a lot of time & hard work into getting everything sorted out to have exact dates, charts..

Click on edit behind the right line to edit either position or date. Once again, a new page will open:

After you corrected your mistake, click "**Update Position**". You'll be brought back to the main chart mod panel.

That's the end of this manual. It'll no doubt be updated soon, you'll then find the next version in the chart mod panel. If you still have any questions or problems, don't hesitate to contact us at **melanieconline@gmail.com** .

Thanks for your support.

www.melaniec-online.net